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Personnel

**USAF ACADEMY SPEAKERS
COORDINATION POLICY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-20, *Accessions of Air Force Military Personnel*, and describes the USAF Academy's process for coordinating distinguished and evening cadet speakers. It establishes responsibilities and procedures for its operation and applies to all USAFA agencies involved.

This publication requires us to collect and maintain information protected by the Privacy Act of 1974, 10 USC 8013 and chapter 903.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. General:

1.1. The purpose of this instruction is to establish guidelines for coordinating distinguished and evening speakers brought to the Air Force Academy to address cadet audiences. This policy will keep the senior leadership informed of high-level speakers and better manage the impact of speakers on cadet and staff time.

2. What the USAF Academy Speakers Coordination Policy (ASP) Does:

- 2.1. Coordinates speakers brought to the Academy to address cadet audiences on a variety of subjects.
- 2.2. Exposes cadets to the knowledge, opinions, and viewpoints of these acknowledged authorities.
- 2.3. Provides distinguished speakers with an opportunity to meet cadets and to observe the academic and professional atmosphere at the USAF Academy.

2.4. In addition to serving the Cadet Wing, the ASP offers members of the faculty and staff (and usually the general public) an opportunity to discuss topics of interest with leaders in various governmental and civilian spheres.

3. Responsibilities:

3.1. Staff Supervisor. The head of the Department of Political Science (HQ USAFA/DFPS) serves as the Staff Supervisor of the ASP.

3.2. Director. The Staff Supervisor selects an officer assigned to HQ USAFA/DFPS to serve as the Director of the ASP. The Director works with the following Academy agencies to coordinate the number of speakers, the overall speaker schedule, and to avoid cadet and staff audience conflicts: Superintendent's Office (HQ USAFA/CC), Dean's Office (HQ USAFA/DF), Commandant's Office (34 TRW), Protocol (HQ USAFA/CCP), Public Affairs (HQ USAFA/PA), and Plans and Programs (HQ USAFA/XP). The Director will consolidate information regarding upcoming speakers provided by these agencies to track incoming speakers and to ensure the directions of this instruction are met.

3.3. Other Speakers Program Directors. The 34th TRW will appoint a POC who will coordinate the Training Wing's speakers program and then coordinate with the Director of ASP. The Coordinator of the Dean of Faculty Speakers Program (FSP), and the coordinators of other speakers programs within DF, will also coordinate with the Director of ASP.

3.4. Applicability. Guidelines in this instruction apply to all presentations to cadet audiences over 250 (whether daytime or evening lecture), as well as presentations by speakers of the rank of brigadier general equivalent or above. However, coordination of lower-ranking speakers to smaller audiences will help advance the goals of this policy.

4. Managing the Program:

4.1. Goals. To better coordinate cadet and staff time and to ensure cadet time and education opportunities are efficiently considered, the following goals are established.

4.1.1. A maximum of 2 evening lectures at the Academy in any given week.

4.1.2. A maximum of 4 evening lectures at the Academy in any given month.

4.1.3. A maximum of 30 evening lectures for the entire academic year.

4.2. Qualifications for Distinguished Speakers. Distinguished speakers should be persons of great achievement, recognized experts in their field, acknowledged by their peers for the strength and originality of their accomplishments. Generally, distinguished speakers hold the rank of brigadier general equivalent or above, or an equivalent civilian status. Agencies should be prepared to provide a credible audience for the distinguished speaker. In most cases this involves committing core courses or entire cadet classes to the lecture. The cost, subject matter, and achievement of the speaker are factors that may affect the size of the cadet audience attending.

4.3. Topics for ASP Addresses. Speakers should address topics which are current and which have broad appeal within the Cadet Wing.

4.4. Approval. Proposed distinguished speakers are approved by the Superintendent. Approval should be obtained not later than 6 weeks prior to event to facilitate the coordination of visit require-

ments. Other speakers are approved by the Dean of the Faculty or the 34th Training Wing Commander.

4.5. Coordination of Speakers. Organizations will coordinate tentative and scheduled speaker proposals with the appropriate speakers program POCs (for 34 TRW and DF) who, in turn, will coordinate with the ASP Director in order to inform the other organizations of the speaker's presence at USAFA. The Office of International Programs (USAFA/DFIP) must be notified 45 days prior to the arrival of a foreign national speaker. The ASP Director will compile a list of all speakers and forward it to all pertinent agencies. This list will be updated at least monthly.

4.6. Duties of Agencies Bringing Speakers. Each organization will fully staff the visits of the speakers they request. The Directorate of Protocol (HQ USAFA/CCP) will provide supplemental staffing for distinguished visitors. The organization POC will notify the Directorate of Protocol (HQ USAFA/CCP), the Directorate of Public Affairs (HQ USAFA/PA), and, for distinguished speakers, the Superintendent's office of speaker acceptance as soon as possible. For any foreign national speaker, notify USAFA/DFIP to ensure and comply with proper clearance and foreign disclosure procedures. Each organization will also obtain calendar clearance through the Directorate of Plans and Programs (HQ USAFA/XP) and the Directorate of Academic Scheduling (HQ USAFA/DFRS). Organization POCs should refer to the USAFA Project Officer's Checklist, which can be accessed from the USAFA intranet main page.

4.7. Outside Audiences. The ASP provides the USAF Academy with an excellent opportunity to promote positive community relations by inviting students and faculties from local colleges and universities, members of interested civic organizations, and the general public to attend addresses by prominent speakers. Take care, however, to determine in advance whether the speaker prefers to limit his or her audience, and to ensure that adequate seating is available.

4.8. Publicity and Media Coverage. Each organization will contact HQ USAFA/PA regarding the details of ASP presentations such as speaker's preferences regarding outside audiences and media coverage. Make every effort to accommodate media representatives--within the parameters of each speaker's desires.

4.9. Compensation. Funds to cover distinguished speakers' travel, expenses, and honoraria are typically provided by gift funds or specific endowments and are controlled by the Dean of Faculty and the 34th Training Wing Commander. If appropriated funds are used, AFI 65-601 specifies that the Direct Reporting Unit Commander may approve up to \$1000 for honoraria/fees. The USAFA Superintendent hereby delegates that authority to the Dean of Faculty and the 34th Training Wing Commander. Do not commit any funds, either implicitly or explicitly, without prior approval.

4.10. Records. The ASP Director will maintain alphabetical files regarding persons invited as distinguished speakers. These files, containing names, dates, topics, fees paid, and other pertinent comments will help avoid redundancy in the speakers programs and provide ready reference materials for nominating, selecting, and inviting distinguished speakers. Records will be disposed of in accordance with AFMAN 37-139.

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